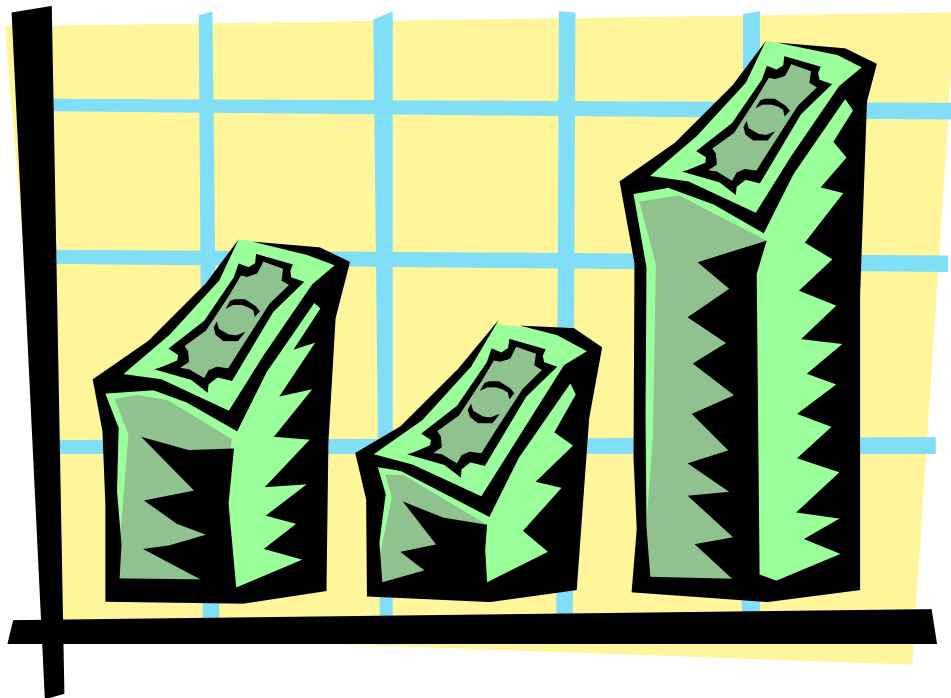




The City of Rye, New York
Department of Finance

2005 Annual Report to the City Manager



Prepared February 2, 2006
Michael A. Genito, City Comptroller

The Finance Department is pleased to submit its 2005 annual report to the City Manager:

Programs and Functional Units

Following is a brief description of the programs and functional units (sometimes known as “cost centers”) of the Finance Department. All provide support services to internal and external customers of the Finance Department and the city:

Finance Administration

Finance Administration provides coordination and supervision of all Finance Department activities, and determines the priorities and scheduling of finance activities in coordination with the City Manager’s office.

General Accounting

General Accounting coordinates the flow of financial information from subsidiary systems to the general ledgers, and provides various financial reports and analyses as required or desired by law, charter, or management.

Accounts Payable

Accounts Payable audits all purchase requisitions, purchase orders, and claims for payment or reimbursement submitted by vendors and city personnel, and issues vendor checks against the claims approved by management.

Treasury

Treasury provides cash management and investment services for all city funds, property tax billing and collection, accounts receivable, cash receipts, and miscellaneous billings.

Traffic Violations Bureau

The Traffic Violations Bureau provides the accounting for parking violations, including the entry of violations, dispositions, and collections into the city’s financial system, and the distribution of various parking violation reports.

Payroll

Payroll audits payroll information submitted by departments, processes and distributes payroll checks and deposits, inputs payroll summary data into the city’s financial system, and provides financial information and reports concerning salaries, wages, and benefits.

Management Information Systems (“MIS”)

Management Information Systems (“MIS”) provides technology-related services, mostly computer hardware and software services, to other departments of the City.

Staffing

Staffing of the Finance Department in 2005 consisted of the City Comptroller, a Deputy City Comptroller, two Accountants, two Senior Account Clerks and an Intermediate Account Clerk. One Coordinator of Computer Services and one Junior Network Specialist staff the MIS department. All of these positions are full-time positions.

The Year in Review

Changes in staffing posed a challenge to Finance in 2005. A City of Rye Firefighter who would have been excised due to overstaffing of the Fire Department was hired as a Junior Accountant in Finance effective January 1, 2004 and returned to the Fire Department effective January 10, 2005. On September 15, 2005 this position was replaced with an Intermediate Account Clerk. Tremendous credit must go to the Finance staff for working through these changes with little or no disruption in services.

GASB 45 Implementation

The Governmental Accounting Standards Board (“GASB”) is the standard-setting body for state and local governments. In 2005 an actuarial study of employee benefits was undertaken to prepare for the implementation of GASB Statement No. 45 *Accounting and Financial Reporting by Employers for Post Employment Benefits Other Than Pensions* (GASB 45). As part of this process the amount and quality of data in the personnel system was enhanced.

Certificate of Achievement for Excellence in Financial Reporting

The City was awarded the Government Finance Officers Association (GFOA) *Certificate of Achievement for Excellence in Financial Reporting* for its fiscal 2004 Comprehensive Annual Financial Report (CAFR), making it the ninth consecutive year that we have received this award. This prestigious award is presented to those state and local governments that produce annual financial reports exhibiting full and fair disclosure by meeting strict national specifications established by the GFOA.

Distinguished Budget Presentation Award

The City was awarded the GFOA *Distinguished Budget Presentation Award* for its fiscal 2005 Annual Budget Document, making it the fourth consecutive year that the City has received this award. This award represents a significant achievement by the City, reflecting its commitment to meeting the highest principles of governmental budgeting. In order to receive the award the City had to meet nationally recognized guidelines for effective budget presentation, designed to

assess how well its annual budget document served as a policy document, a financial plan, an operations guide, and a communications device.

Award for Outstanding Achievement in Popular Annual Financial Reporting

The City was awarded its first-ever GFOA *Award for Outstanding Achievement in Popular Annual Financial Reporting* for its fiscal 2003 Popular Annual Financial Report (PAFR), and received a second award for its fiscal 2004 PAFR. The PAFR is a report that makes financial data more accessible to those who need less detailed information than what is traditionally found in a CAFR.

Property Tax Collection

Extensive efforts were made to develop a more user-friendly tax bill. The Finance Department engaged its tax software vendor to produce this newly designed format for the May 2006 County tax collection.

Rye City School District tax information was added to the City's property tax database, so that all taxes associated with a property in the City of Rye would be accessible from a single source. In a related measure, a project was initiated (with an estimated activation date in 2006) to provide online public access to these same property tax records.

The engagement of an outside firm to enhance the collection of outstanding tax liens was underway as 2005 came to a close.

Parking Paystations and Parking Violations

The Finance Department coordinated with Planning, Police, and Public Works in the implementation of parking paystation technology. Once installed, the Finance Department monitored, collected, and deposited paystation revenues, and continued to coordinate with these departments for the effective and efficient operation of the system.

At the close of 2005, the Corporation Counsel was reviewing a proposed agreement with an outside firm that specializes in the collection of parking fines.

The Traffic Violations Bureau maintained a high level of activity. A copy of the City's parking violation history may be found at the end of this report.

Records Management

The Finance Department processed 33 cubic feet of 2003 finance records for conversion to microfilm, preserving the integrity of those records and minimizing efforts required to locate and reproduce them as needed. New York State retention schedules require that most of these records be retained for a period of six years, and many of them (such as payroll and property tax records) must be retained permanently.

The Finance Department typically produces between 30 and 40 cubic feet of paper records each year. Records beyond the required retention period were identified and destroyed.

Budget Process

The fiscal 2006 budget was prepared almost entirely electronically. Departments were given guidance in the use of the budget preparation system and entered their 2005 estimates, 2006 requests, and notes specific to line items to itemize or emphasize the need for the requested amount.

The electronic process requires less work and eliminates a great amount of confusion (not to mention paper) compared to a paper-based budget process, thus allowing departments, the Finance office, and the City Manager to focus on major budget issues rather than reconciling information contained in several documents.

Kirby Lane North Sewer Project

The Finance Department developed and maintained a website to provide easy, 24/7 access to information about the Kirby Lane North Sewer Project. The website contains a history of the project, copies of key documents, and is regularly updated to provide the most current information to the public.

MIS Accomplishments

MIS was very active with many City-wide projects in 2005.

New servers were installed at the Rye Boat Basin, Rye Golf Club, Rye Police Department, and the Rye Recreation Department.

The City's antivirus and threat detection software that safeguards the City's computer network was upgraded.

MIS assisted the Rye Police Department with its migration to a wireless network and an upgraded forms and mobile report writing system.

A Nextel Blackberry Enterprise Server was installed and configured, allowing for centralized configuration and administration of communications for Blackberry wireless devices used by City staff.

Secure wireless local area networks were designed and installed at City Hall and the Rye Golf Club.

Statistics

Following are some selected statistics concerning regular activities of the Finance Department:

Number of:	2001	2002	2003	2004	2005
Cash Receipts Processed	9,682	9,849	11,602	13,621	14,080
Purchase Orders Processed	599	662	594	548	569
Accounts Payable Processed	9,602	9,511	8,942	8,622	9,108
Checks Processed	4,963	5,002	5,652	4,702	4,718
City Tax Bills	4,687	4,697	4,699	4,697	4,701
County Tax Bills	4,814	4,843	4,822	4,824	4,826
School Tax Bills	830	832	834	834	834
Regular Payrolls	26	26	27	27	26
Local Pension Payrolls	24	24	24	24	24
Special Payrolls	1	3	1	1	1

Respectfully submitted,

Michael A. Genito
Assistant City Manager
City Comptroller

CITY OF RYE, NEW YORK
TRAFFIC VIOLATIONS BUREAU
PARKING VIOLATION ACTIVITY

2005													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	550	865	1,188	848	687	815	769	803	588	678	663	1,230	9,684
Amount Issued	14,620	22,125	29,765	22,250	17,445	21,760	21,010	20,255	15,610	17,670	15,110	31,240	248,860
Tickets Disposed	647	827	1,048	864	891	772	709	862	600	648	607	935	9,410
Fines Collected	13,535	17,305	22,310	18,170	18,860	17,402	16,010	18,260	11,990	12,755	12,850	20,195	199,642
Penalties Collected	4,336	5,898	9,086	5,040	9,162	6,793	5,367	5,737	3,705	4,855	4,530	5,020	69,529
Total Amount Collected	17,871	23,203	31,396	23,210	28,022	24,195	21,377	23,997	15,695	17,610	17,380	25,215	269,171
Amount Dismissed	2,025	2,665	4,071	3,015	3,674	970	1,232	2,145	1,773	1,960	1,335	835	25,700
2004							21,377						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	759	873	531	464	542	779	557	801	682	752	897	958	8,595
Amount Issued	20,735	21,395	13,685	11,670	14,400	19,975	15,785	17,545	16,990	17,490	20,345	24,056	214,071
Tickets Disposed	773	990	933	701	798	796	772	860	858	868	923	871	10,143
Fines Collected	14,738	18,830	16,985	11,883	13,585	15,750	14,720	16,530	16,960	18,530	18,452	17,935	194,898
Penalties Collected	6,146	6,758	8,846	9,311	9,143	7,057	4,710	7,058	11,736	7,211	5,883	4,193	88,051
Total Amount Collected	20,884	25,588	25,831	21,194	22,728	22,807	19,430	23,588	28,696	25,741	24,335	22,128	282,950
Amount Dismissed	8,185	10,292	12,332	6,994	12,477	6,064	2,925	2,322	4,574	1,379	6,389	1,116	75,049
2003													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	750	900	607	765	821	1,029	1,334	922	854	777	548	743	10,050
Amount Issued	18,820	23,320	14,700	18,760	20,495	24,480	38,000	23,965	21,190	20,740	13,390	20,540	258,400
Tickets Disposed	781	827	810	825	781	1,039	1,191	895	882	948	813	776	10,568
Fines Collected	16,130	17,415	16,095	15,725	17,290	19,984	25,030	18,419	20,372	21,262	14,490	16,155	218,367
Penalties Collected	4,700	5,317	5,305	4,823	5,271	5,907	5,044	3,200	6,036	8,988	5,085	4,560	64,236
Total Amount Collected	20,830	22,732	21,400	20,548	22,561	25,891	30,074	21,619	26,408	30,250	19,575	20,715	282,603
Amount Dismissed	3,938	2,808	4,492	5,058	4,837	4,705	3,706	3,415	1,539	3,389	8,869	3,366	50,122
2002													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	1,043	1,041	734	613	738	538	750	477	585	474	603	998	8,594
Amount Issued	27,275	26,700	18,975	14,800	20,205	14,630	22,120	20,617	14,780	12,825	13,985	25,885	232,797
Tickets Disposed	810	918	922	884	692	637	829	554	596	684	595	928	9,049
Fines Collected	17,632	19,183	18,330	18,413	14,305	14,065	17,605	12,739	12,608	14,133	13,000	18,897	190,910
Penalties Collected	5,603	4,817	4,993	7,844	5,501	6,020	6,723	5,603	4,300	7,700	6,585	5,058	70,747
Total Amount Collected	23,235	24,000	23,323	26,257	19,806	20,085	24,328	18,342	16,908	21,833	19,585	23,955	261,657
Amount Dismissed	1,689	2,360	6,000	5,519	4,202	2,724	3,978	1,732	5,497	7,646	3,759	5,764	50,869

CITY OF RYE, NEW YORK
TRAFFIC VIOLATIONS BUREAU
PARKING VIOLATION ACTIVITY

2001													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Tickets Issued	745	969	844	512	721	994	1,298	1,053	569	766	700	521	9,692
Amount Issued	19,065	23,345	22,145	12,500	19,880	26,125	38,175	26,280	15,410	19,700	17,875	14,060	254,560
Tickets Disposed	811	779	808	662	721	862	1,121	1,108	670	904	781	532	9,759
Fines Collected	17,363	16,260	16,440	14,045	15,975	18,075	23,050	24,198	14,840	17,198	16,620	11,045	205,108
Penalties Collected	5,059	2,040	3,560	6,540	5,479	4,490	5,115	6,585	4,230	5,597	5,241	3,114	57,049
Total Amount Collected	22,422	18,300	20,000	20,585	21,454	22,565	28,165	30,783	19,070	22,795	21,861	14,159	262,157
Amount Dismissed	2,373	740	2,062	1,660	1,265	3,590	6,195	1,108	1,105	7,585	3,325	4,257	35,264

